

**Tempe Fire Department Policies and Procedures**  
**Constant Staffing**  
**104.01**  
**Rev 1-27-06**

**PURPOSE**

To establish a policy designed to provide minimum staffing levels on emergency vehicles.

**PRIORITIES**

It is important to keep in mind the priorities of staffing companies per the guidelines established below:

1. Maintenance of a minimum of four people per company in an effort to optimize operational effectiveness, personnel safety, and individual workload.
2. Provide a minimum of two paramedics assigned to each paramedic company.
3. The staffing of each company in its typical four-person crew configuration.
4. No more than three fill-in officers at any time.
5. Staffing of Special Operations teams at the 75% level with Technicians.

These guidelines will be followed while making every attempt to ensure constant staffing is fair and equitable for all personnel.

**GUIDELINES**

1. A member may not work longer than 56 consecutive hours after which a break of at least 10 hours must be taken before working again. This includes time trades. Individuals are responsible for insuring their own ability to safely work a constant staffing shift, taking into consideration prior day's activities and amount of rest.
2. Members will be called back for periods of 8 hours or greater.
3. Only personnel who are currently EMT/paramedic certified and haz mat first responder/hazardous materials technician certified will be utilized for constant staffing.
4. Members working constant staffing will participate in all activities. Failure to manage all position responsibilities will result in revocation of constant staffing privilege.
5. Members accepting a constant staffing assignment must be able to report to duty within 90 minutes of being notified. If a member accepts a constant staffing assignment and is then unable to report to duty within the 90 minute time requirement there will be a 30 day penalty (beginning the first day of the next four day break), during which they are not eligible to constant staff. Exceptions will be allowed with prior approval by the Duty Chief or FIT.
6. No time trades may be taken while constant staffing.
7. No vacation time may be taken while constant staffing.
8. While a member is constant staffing for 20 hours or more, city business may be granted for up to 8 hours, provided priority 1 outlined above is not compromised. The member will then make sure that TeleStaff is updated before going off shift.

9. Losing the privilege of constant staffing may be included in disciplinary action. Employees serving a suspension or on vacation leave to satisfy a suspension will not be allowed to constant staff.
10. If a position will be vacant for more than 14 shifts, the District Managers may make a temporary assignment to fill the vacancy. Consideration will be given to members of that shift on the appropriate promotional list.
11. Members will not be eligible to constant staff their own shift.
12. Employees on a vacation that extends through a four day off are eligible to constant staff during that four day off. Employees on FMLA and military leave that extends through a four day off are not eligible to constant staff during that four day off.

Personnel who have been on unscheduled SK, FSK, and FMLA leave (greater than 12 hours) at any time during the tour, are not eligible to sign up for constant staffing the following four days. Unscheduled is defined as calling in less than 24 hours prior to the start of a shift.

Members who sign up and accept constant staffing when ineligible due to unscheduled leave (as spelled out above) or constant staffing penalty (as described in item 11 on page 3) will receive a 45 day penalty (beginning the first day of the next four day break), during which they are not eligible to constant staff.

13. All staffing assignments involving relatives must be in accordance with the Policy and Procedure on "Assignment of Relatives."
14. Individuals who are assigned to attend a school/certification program which is scheduled such that it automatically awards them recurring overtime during the duration of that school, will have those hours calculated in for determining their position on the constant staffing list.
15. Anyone going on 40 hours for training, etc., will normally be given off the Sunday before the work week and the Saturday after the work week. Some scheduling situations may require adjustments to this guideline and are subject to approval of the Assistant Chief of Emergency Services.
16. Members who are on permanent 40 hour staff assignments are eligible to constant staff on regular days off. Such members will be listed separately, but their list will follow the same procedures for call back of 56 hour personnel.
17. Members who are on temporary, 40 hour assignment are eligible to constant staff weekends on the same days as their assigned shift is eligible. This must not conflict with their 40 hour work schedule. Such members will be listed separately, but their list will follow the same procedures for call back of 56 hour personnel.
18. If the certified technician staffing levels of Special Operations company fall below 75%, vacancies will first be addressed through assignment of rover technicians to the opening(s). For the HazMat team, in the case that one company has 100% technician staffing and another company has 50% staffing, personnel should be moved between the companies to achieve 75% staffing on both companies. If 75% minimum staffing cannot be achieved through the use of rovers or personnel movement between companies, then certified technicians will be hired from the off-duty shift that is eligible for overtime based on the constant staffing procedure.

## **PROCEDURES FOR CALLING BACK**

1. Members wishing to constant staff must, sign-up on TeleStaff by 1200 hours of their last shift on duty of their regular tour. The FIT may begin hiring after 1200 hours of their last shift.

Members signing up after 1200 hours are still eligible to constant staff, but have no recourse for positions already filled.

Members wishing to cancel their sign-up can either remove it from TeleStaff themselves, or contact the FIT to avoid a possible penalty.

2. Ranking for constant staffing will be based upon:
  - A. Total number of hours
  - B. Last date worked
  - C. Previous position on the list.
3. A member must have a minimum of six months service time from date of graduation from the training academy to be eligible for constant staffing. New members will be assigned the average hours of the persons in their rank when they become eligible and will be inserted into the eligibility list accordingly.
4. Members on the first three days of their four days off will be called first.
5. Overstaffed personnel on a shift will be utilized to fill vacancies before constant staffing is initiated.
6. When a vacancy occurs, after the shift schedule has been set, the rank of the person that caused the vacancy will be called, keeping in mind the Priorities. Rover personnel will be moved in order to meet minimum required staffing needs.
7. Members will be assigned to one of three lists: Captains, Engineers or Firefighters, whether ALS or BLS. Members will be ranked on the list according to total counted constant staffing hours.
8. Members will retain their position on their respective lists until they have amassed more hours than the person or persons below them, at which point they will move to the appropriate slot that their total hours falls in.
9. Holdovers that are called to fill a position in the mornings beginning at 0800 will not have that overtime counted against them on the constant staffing list for up to 6 hours. They will be listed as Holdover Overtime (HOOT).
10. If a person does not answer when called, (using both numbers listed in TeleStaff) the next person on the list will be called, etc., until the position has been filled. No member will be penalized for not answering and will retain their position on their list.
11. If a person signs up for constant staffing and is called before 0900 of the day that constant staffing is offered, then turns it down, there will be a 30 day penalty (beginning the first day of the next four day break), during which they are not eligible to constant staff.
12. If no one from a rank can be reached, then the FIT will proceed to the next lower rank to fill the position, and personnel will be moved up to configure the apparatus the best way possible. Engineers and firefighters can move up, but captains and engineers can not move down.
13. Members accepting a constant staffing position may not subsequently decline the assignment in order to receive an assignment to staff a special event for the same day.
14. Each rank will be assigned a number of hours that it will be eligible to amass, at which point that rank will be red-flagged until the other ranks on their shift catch up. This does not prevent FIT's from being able to select a needed person from that rank in order to meet staffing, but it does, as a rule, eliminate that rank from ordinary consideration until the other ranks have caught up. At that point, they will be released from the red flag and utilized as normal.

There will be 72 hours per person in a rank allowed before the rank is red-flagged.

For example: 10 captains X 72 hours = 720 hours available to this rank before it is red-flagged.

When a member is promoted or moves to another shift, they will be entered into their rank at a point that is the average hours of the rank. If there is a tie, they will be placed behind the tied person.

15. FIT's and Duty BC's have the authority to move down the hire back lists within the provisions of this Policy.

Members may be moved or constant staffed to address openings of specialized positions (i.e.: Bronto, FIT, etc.) in the best interest of the Department from a safety or operational perspective.

16. The District Manager's office will manage constant staffing in the best interest of the Department.

#### **MANDATORY CONSTANT STAFFING:**

When a normal complement of firefighters cannot be maintained as a result of a lack of available personnel, mandatory constant staffing will be implemented. This mandatory staffing provision will only be implemented after all other options for staffing have been exhausted. This would include exhausting all available personnel on the constant staffing eligibility list, other members of the constant staffing shift that may not have signed up or that were ineligible for any reason (for example unscheduled leave taken during the tour etc.), and after exercising the 12/12 split option with the non-eligible shift. If a vacancy still exists a member from the constant staffing eligibility shift will be hired using the mandatory staffing process to fill the vacancy. This member will be selected utilizing a reverse seniority process. Lists will be created based upon rank, specialty and shift in reverse seniority. The least senior member (excluding firefighters on probation) of the appropriate rank and/or specialty will be required to fill the vacancy. Every effort will be made to take the top person on the list by rank. This may require some movement of rovers or other personnel on the shift to address openings on specialty teams or to fill ALS requirements. The member once contacted and assigned a position **will be required** to fill the vacancy. A member picked for mandatory overtime may attempt to find a replacement of equal rank and specialty to fill the vacancy with the stipulation being that the position is filled beginning at the time designated. The member actually working the overtime shift will move to the bottom of the mandatory list. Failure to comply once notified may result in disciplinary action and will result in removal from the constant staffing list for a minimum 180 days. The mandatory staffing lists will be maintained by the FIT's and will run indefinitely.

#### **SCENE SUPPORT STAFFING**

1. Only the three Scene Support engineers and one additional engineer per shift will be authorized to staff the Scene Support truck.
2. When a vacancy occurs the first option will be to use the backup engineer on that same shift, provided sufficient staffing exists to do so without having to constant staff. This would include the steps necessary to move the on duty backup Scene Support engineer as well as moving someone into his/her slot when overstaffed.
3. The second option is to constant staff an off duty Scene Support engineers.
4. The third option is to constant staff an off duty backup engineers.
5. The fourth option is to use the back-up engineer on that same shift and then constant staff that engineer's regular slot.
6. If none of those options are successful, then a driver will be assigned for the day only for the purpose of providing lights.
7. The Scene Support engineers are not a part of the normal constant staffing lists. Their only eligibility is on the Scene Support Truck.

8. The three designated backup engineers will remain as part of the normal constant staffing lists. In the event that they are called to constant staff on the Scene Support truck, the number of hours worked will be added to their total constant staffing hours, and they will be placed back on the eligibility list upon total number of hours worked.

#### **FIELD INCIDENT TECHNICIAN (FIT) STAFFING**

1. The Field Incident Technician (FIT) position will be staffed by a dedicated assigned Captain FIT. Temporary coverage of this position when vacant will be managed utilizing a backup or fill-in Captain. Two captains will be selected from each shift to fill the roll of fill-in FIT. One captain will be selected from the available BLS captains and the other from the ALS captains on that shift. The method in which these members would be selected will be a combination of seniority, skills evaluation, previous time in position, specialty training, and company make-up. The back-up positions will be rotated annually. The captains selected to fill these positions will receive additional ongoing on-duty training to maintain the proper proficiency level expected. The fill-in FIT's may be required to rotate down to fill any vacancies created in the FIT position on their respective shifts. Temporary coverage of the FIT position for vacancies (such as partials, CB, VA, FSK, etc. less than 12 hours) will be covered by calling back one of the off duty or fill-in FIT's from either of the off duty shifts. If unsuccessful in filling the opening with an off-duty or fill-in FIT, one of the backup FIT's from the shift where the vacancy occurred will be moved down to fill the vacancy. The opening created on the company by the movement of the fill-in FIT captain will then be filled utilizing HOOT or constant staffing depending on the duration of the vacancy.
2. When a vacancy occurs in the FIT position, the first option will be to use one of the FIT qualified fill-in captains on that same shift. This will occur provided sufficient staffing exists to do so without having to constant staff.
3. The second option when constant staffing will be to move a FIT qualified fill-in captain to the vacant FIT position. The fill-in captain that will be moved will be determined based upon the rank of the first captain on the constant staffing list. If the first eligible captain on the constant staffing list is BLS, then the BLS fill-in captain will be moved to FIT, and the BLS captain will be called back to fill the vacancy created on that company. If the first eligible captain on the constant staffing list is ALS, then the ALS fill-in captain will be moved to FIT, and the ALS captain will be called back to fill the vacancy created on that company. If the first available captain on the constant staffing list is a FIT, or FIT qualified fill-in captain, that person will be moved directly to the open FIT position.
4. The third option when a vacancy occurs in the FIT position and no fill-in FIT captains are available to be moved up on that shift, is to constant staff a FIT or FIT qualified fill-in captain from the eligible constant staffing list, regardless of position on the list.
5. The fourth option is to constant staff two captains for 12 hours each, utilizing either the FIT and/or FIT qualified fill-in captains from the shift not normally eligible for constant staffing that day.
6. If none of the options listed above are successful, then a captain or other appropriate person will be hired back or assigned to the FIT position for the day as determined by the person staffing the vacant position and/or the shift commander.
7. If a designated fill-in captain refuses to participate in the original or on-going training, or if they refuse to be moved within their own shift to fill a vacancy, they will be removed from the designated fill-in position and replaced by a different interested captain of the same rank. The captain that is removed from the list will not be eligible to fill in as FIT for a minimum of one year.